**INDIAN SCHOOL AL WADI AL KABIR**

 DEATAILED MONTHLY PLAN 2014-15

Name of the department: Commerce Department Subject: Accountancy -XI

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| Month | No.of weeks(teaching) | Topic /Lesson discussed in each week |
| 1-week | 2-week | 3-week | 4-week |
| August | 3 Weeks+2 Days | Double column cash book* Cash book with bank column
 | * Three column cash book
* Petty cash book

Other Books* Purchases books
* Purchases returns books
 | * Sales books
* Sales returns books
* Journal proper

Ledger* Ledger posting

Ledger posting from other books  | Trial Balance* Meaning
* Objectives and preparation

Bank Reconciliation Statement* Need and preparation
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| September | 2 Weeks | * Bank Reconciliation Statement (contd.,)
* Corrected cash book

Depreciation* Concept, need and factors affecting depreciation
* Methods of calculating depreciation
* Straight line method
* Written down method
 | Depreciation* Concept, need and factors affecting depreciation
* Accounting treatment of depreciation
* By charging asset account
* Provision for depreciation account/accumulated depreciation account
* Treatment of disposal of asset
* method
 | Assessment 2 | Assessment 2 |
| October | 4 Weeks +1Day | Provisions and Reserves* Concept, objectives and difference between provisions and reserves
* Types of reserves
 | Accounting for Bills of Exchange* Bills of exchange and promissory note – definition, features, parties , specimen and distinction
 | Accounting for Bills of Exchange (contd.,)* Important terms
* Accounting treatment of bill transactions
 | Accounting for Bills of Exchange (contd.,)* Accounting treatment of bill transactions
* Comprehensive sums

Rectification of errors* Introduction
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| November | 3 Weeks | Rectification of errors (contd.,)* Errors – types, errors of omission, commission, principles and compensating, their effect on trial balance
 | Rectification of errors(contd.,)* Detection and rectification of errors
* Preparation of suspense account

Financial statements of sole proprietorship* Financial statements – objective and importance
 | Financial statements of sole proprietorship (contd.,)* Profit and loss account - gross profit, operating profit and net profit
* Balance sheet – need , grouping and marshaling of assets and liabilities
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| December | 2 Weeks+ 4 Days | Financial statements of sole proprietorship (contd.,)* Adjustments in the preparation of financial statements
* Closing stock
* Outstanding expenses
* Prepaid expenses
* Accrued income
* Income received in advance
 | Financial statements of sole proprietorship (contd.,)* Adjustments in the preparation of financial statements
* Depreciation
* Bad debts
* Provision for doubtful debts
* Provision for discount on debtors
* Managers commission
* Abnormal loss
* Goods taken for personal use
* Goods distributed as free samples
 | Financial statements of sole proprietorship(contd.,)* Preparation of trading and profit and loss account and balance sheet of sole properitorship

Project work | Winter Break |
| January | 3 Weeks +3Days | Financial statements of Not-for-Profit Organisations* Not-for-profit organisations: concept
* Receipts and payment account: features
 | Financial statements of Not-for-Profit Organisations (contd.,)* Income and expenditure account:
* Features
* Preparation of income and expenditure account
 | Financial statements of Not-for-Profit Organisations(contd.,)* Preparation of income and expenditure account and balance sheet from the given receipts and payments accounts with additional information
 | Accounts from Incomplete records* Use and limitations
* Ascertainment of profit or loss by statement of affairs method
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| February |  1 Week | * Financial analysis
* Horizontal format of a Balance sheet
* REVISION
 | Revision | Revision | Revision |